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# EMERGENCY LOCAL RULES OF COURT

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In light of the national COVID-19 pandemic and current state of emergency, and in conjunction with Executive Order N-38-20, signed by the Governor on March 27, 2020, and the March 30 and March 23, 2020 statewide Orders of Chief Justice Tani G. Cantil-Sakauye, Chair of the Judicial Council of California, the Court adopts these Emergency Local Rules of Court effective April 6, 2020. These rules will remain in effect unless amended, rescinded or otherwise specified in this specific emergency rule.

APRIL 6, 2020  
PLACER SUPERIOR COURT

## Table of Contents

<b>RULE 10.12</b>	<b>COURT FILES .....</b>	<b>2</b>
<b>RULE 10.26</b>	<b>DIGITAL SIGNATURES .....</b>	<b>3</b>
<b>RULE 10.27</b>	<b>eDELIVERY .....</b>	<b>3</b>
<b>RULE 10.28</b>	<b>REMOTE APPEARANCES – COVID-19 STATE OF EMERGENCY TEMPORARY RULE .....</b>	<b>5</b>

## **RULE 10.12**

## **COURT FILES**

- A. No papers shall be removed from any Court file of actions or placed therein except by authorized Court personnel. The clerk shall not deliver any papers filed except for purposes of inspection in the office of the clerk, to the possession of any person other than an employee of the Court unless so ordered by the Court. [Effective 7/1/01]
- B. Use of Personal Digital Devices (e.g. cell phones, tablet computers): Use of personal devices to take photographs is not permitted in the clerks' offices or courtrooms, except as provided in this rule or in Local Rule 10.19. Personal devices may be used in the clerks' offices solely to make a digital copy or photograph of the official public court file after first informing the clerk of this intended purpose. [Effective 1/1/13]
- C. Release of Original Court Files by Clerk: Absent a court order, the clerk shall not release an original court file to any person not an employee of the court. The clerk may allow any person to view a non-confidential case file within the courthouse pursuant to public access rules.

Assigned and temporary public judges, when taking matters under submission or for other good cause, may obtain copies of all or designated portions of the court file at no cost.

Private judges, including private temporary judges, and counsel/parties in such privately adjudicated cases, may obtain copies of all or designated portions of the court file. Copy costs shall be borne by the requesting party or parties. [Effective 1/1/11]

- D. **Pursuant to Government Code section 68150 and Title 2, Division 4 (Court Records) of the California Rules of Court, the court may create, maintain, and preserve the court record in any form or forms of communication.**
- E. **The electronic case file is the official record for:**
  - 1. **Traffic Infractions, Traffic Misdemeanors, and Non-Traffic Infractions:**  
**Effective with cases initiated on or after July 1, 2011.**
  - 2. **All Civil, Probate, Guardianship, Conservatorship, Lanterman-Petris Short Cases, and Civil Mental Health Cases:**  
**Effective with cases initiated on or after August 28, 2017.**

**3. All Family Law Cases:**

**Effective with cases initiated on or after May 21, 2018.**

**(Drafters Note: The court is authorized by statute to reproduce any record from electronic means without the need for a local rule. The absence of a local rule in that regard does not invalidate the certified record. This local rule is established to help educate the public on the use of the electronic file in the specified cases and the absence of similar rules in other case types in no way restricts the court's ability to implement or use electronic records in those case types.)**

**RULE 10.26 DIGITAL SIGNATURES**

**Digital signatures on documents filed with the Court are authorized. All digital signatures must comply with the requirements of Government Code section 16.5(a)(1)-(5). A party who files a document containing a digital signature under this rule represents that the signer's certificate or similar verification document is maintained in the party's possession or control, and may be subject to production upon request from the Court.**

**RULE 10.27 eDELIVERY**

**The submission of documents through electronic delivery [eDelivery] is permitted in all case types, except Juvenile cases. Documents filed through eDelivery will comply with all applicable statutes and California Rules of Court. The procedure for submitted documents through eDelivery is as follows:**

- A. Users may submit documents through the court's approved electronic service provider, accessible through <http://www.placer.courts.ca.gov/>. The court may expand the list of approved electronic service providers and/or the method of submission via electronic delivery or electronic filing at any time by updating the information on the court's website.**
- B. Any document received electronically by the court between 12:00 a.m. and 11:59:59 p.m. on any court day shall be deemed filed on that court day. Any document that is received electronically on a non-court day shall be deemed filed on the next court day. This rule concerns only the method and effective date of filing. Any document that is electronically filed must still satisfy all other legal filing deadlines and requirements.**

- C. By filing a document electronically, the party or user agrees to accept electronic service [eService], from the court, at the electronic service address provided. This agreement applies to all future correspondence or notices from the court to the party who is affirming consent to electronic service, as allowed by law.**
- D. There may be a fee charged by the electronic filing service provider or electronic filing manager. These fees are waived for government entities and any litigant who has received a fee waiver. Please contact these specific providers directly for further information.**
- E. Documents submitted through eDelivery must be submitted in PDF (Portable Document Format) and text-searchable format, and viewable on any standard PDF Viewer.**
- 1. All documents that equal or exceed 15 pages and/or contain multiple exhibits/sections must be bookmarked. Bookmark titles should match the corresponding section/exhibit.**
  - 2. Regardless of the time of electronic submission, a printed courtesy copy (along with proof of electronic submission) is required for submissions where the total pages submitted – including notice, points and authorities, declarations, judicial notice requests, separate statements, exhibits, appendices, tables of contents, etc. – exceed 50 pages. The printed courtesy should be provided the same day the electronic copy is submitted.**
- F. The following documents will not be accepted by eDelivery:**
- 1. Peremptory Challenges or Challenges for Cause of a Judicial Officer pursuant to Code of Civil Procedure sections 170.6 or 170.3;**
  - 2. Bonds/Undertaking documents;**
  - 3. Any ex parte application that is filed concurrently with a new complaint;**
  - 4. Any order with an original judicial officer's signature;**
  - 5. Out-of-State Commission;**
  - 6. Abstract of Judgment;**
  - 7. Documents submitted conditionally under seal;**
  - 8. Certificate of Facts Re Unsatisfied Judgment;**
  - 9. Family Law Request for Entry of Default and the Notice of Entry of Judgment;**
  - 10. Letters of Administration;**
  - 11. Request for Administrative Records;**
  - 12. Affidavit Re Real Property of Small Value (Probate) and,**

13. Any paper document ordered by the court to be filed in the clerk's office.

**RULE 10.28**

**REMOTE APPEARANCES – COVID-19 STATE OF EMERGENCY  
TEMPORARY RULE**

**A. Definition and Authorization**

This TEMPORARY RULE is effective April 13, 2020 and shall remain in effect for the duration of the COVID-19 State of Emergency declared by the California Governor and up to 90 days after it has been lifted.

While this rule remains in effect, the following rules are suspended: Rule 10.24, Rule 20.8, Rule 30.13 Section (E), Rule 30.14 Sections (B)&(D), Rule 30.16 Sections (A)&(B), Rule 30.17, and Rule 80.1.2. The suspended rules shall be immediately effective upon the cancellation of this rule.

“Remote appearances” refer to appearances for a court hearing made by telephone or by video by a party to a case. Remote appearances are authorized for specific hearings and case types as specified on the remote appearance page of the court's public website (<http://www.placer.courts.ca.gov/RAS.shtml>). Rule 10.24 provides general guidance for remote appearances in all case types.

**B. Temporary Policy for Remote Appearances**

Telephonic appearance is mandatory for any uncontested, non-evidentiary Civil or Family Law court event, except for those relating to custody of a minor, emergency orders, restraining/protective orders, Temporary Guardianship/Conservatorship, Adoption, or Firearms Petitions unless otherwise authorized by a judicial officer. Parties may request a personal appearance for good cause (see Optional Forms PL-CV014 & PL-FL029).

Video appearance is mandatory for Civil Habeas Corpus (Cirby Hills) and Criminal Transfer of Probation hearings. Parties may request a personal appearance for good cause (see Optional Forms PL-CV014 & PL-CR011).

**C. Scheduling Remote Appearances**

Remote appearances must be scheduled through the court's remote appearance scheduling system accessed through the remote appearance page

of the court's public website (<http://www.placer.courts.ca.gov/RAS.shtml>) unless otherwise noted on the website.

**D. Remote Appearance Fees**

1. Fees for each telephonic appearance in civil cases are charged pursuant to California Rules of Court, Rule 3.670.
2. Fees for each video appearance in civil cases are charged the same as fees for telephone appearances.
3. Litigants in civil cases with a fee waiver and litigants in non-civil cases shall not be charged fees for remote appearances.
4. All remote appearance fees must be paid through the court's remote appearance scheduling system.
5. Notwithstanding, D.1 through D.4, pursuant to Standing Order 20-008, all remote appearance fees are waived for as long as temporary Rule 10.26 remains in effect.

**E. Telephonic Appearance Requirements**

Telephonic appearances require sufficient connectivity and an indoor location with limited background noise and distraction. It is the sole responsibility of the party appearing by telephone to ensure the above criteria are met. The court may continue the hearing and require an in-person appearance if clear communication is not possible by phone.

**F. Video Appearance Requirements**

Video appearances require sufficient internet speed and connectivity to stream video, a device capable of capturing and displaying a clear audio and visual stream, and an indoor location with limited background noise and distraction. It is the sole responsibility of the party appearing by video to ensure the above criteria are met. The court may continue the hearing and require an in-person appearance if clear communication is not possible by video.

**G. Notwithstanding this rule, the court may order personal appearance.**

**H. Telephonic Appearance in IV-D Child Support Hearings and Conferences**  
California Rules of Court, Rule 5.324(e)(1) permits the court, on its own motion, to allow telephone appearances in Title IV-D child support hearings and conferences. As such, the Placer Superior Court authorizes the following:

- 1. All parties to Title IV-D child support hearings may appear by telephone unless otherwise ordered by the Court.**
- 2. Parties are not required to submit a request to appear by telephone but shall provide notice to opposing parties no later than two (2) days prior to the hearing.**
- 3. Any opposition to a telephone appearance must be filed with the court clerk and served prior to the start of the hearing.**
- 4. In the event a party objects to the appearance by telephone, the Court will address that objection at the time of the hearing, which may lead to a continuance of the matter.**